

Guidelines for Public Library Accreditation

As approved and adopted by the Nebraska Library Commissioners, May 14, 2004

Updated July 6, 2011

Introduction

Nebraskans deserve and expect high quality service from their public libraries. The purpose of statewide guidelines is to establish a consistent level of basic library and information service that can be expected to be available in every public library across the state. For many years, the Accreditation Guidelines for Service developed for Nebraska public libraries “have assisted and supported improvements in Nebraska public library services.”¹ The topics addressed in the accreditation process include governance, services, and resources of public libraries

Purpose Statement

The purpose of the accreditation process is to establish expectations for governance, services, and resources for public libraries. The anticipated outcome is that Nebraska citizens will have access to accurate, quality library and information services from public libraries that meet statewide independent guidelines.

The *Guidelines for Accreditation* should serve as a tool for measuring and encouraging growth and development of library and information services offered in Nebraska public libraries. The outcome should be the availability of those services for Nebraska citizens served by accredited libraries. Some guidelines measure traditional output data and others seek to describe intended outcomes resulting from the use of public library services and programs. The *Guidelines* are intended to apply to all public library outlets, including branches, of all sizes, throughout the state. Certain guidelines are written specifically for libraries based on the size of the population of the library’s Legal Service Area (LSA)².

There are three phases of Accreditation described in these *Guidelines*: Essential, Enhanced, and Excellent. State aid to public libraries will be distributed proportionally according to the level of Accreditation achieved for a given time period. Libraries accredited at the Essential Level are eligible for a minimum base percentage payment of direct state aid, those at the Enhanced Level eligible for a larger percentage, and those at the Excellent Level eligible for the highest percentage.

Process

Libraries that meet the required number of *Guidelines* for a specific level of service are accredited at that level for a three-year period, from October 1 through September 30. If during that three-year period the Library Commission becomes aware of a substantial change in a library’s situation that affects one or more of the guidelines, or the level of accreditation, the Library Commission can review and either revoke or revise that library’s accreditation standing, or place that library’s accreditation on probation until the deficiency is rectified. A

¹ *Gearing up for the twenty-first century: Guidelines for excellence*, p. I.

² Legal Service Area is based on a library’s funding source and the latest U.S. Census figures, with final determination made by the Library Commission. This figure is available on each library’s Public Library Statistical Survey form.

library's eligibility for grants and/or state aid payments during probation will be determined on a case-by-case basis. Final decisions are the responsibility of the Director of the Nebraska Library Commission.

Accreditation is a prerequisite for state aid eligibility, and is a requirement for eligibility for all grants administered by the Nebraska Library Commission.

Disclaimer

The *Guidelines for Accreditation of Nebraska Public Libraries* is a work-in-progress. It is anticipated that some of the content may need to be revised. It is often through implementation of guidelines that issues become apparent that necessitate some adjustment and, since the intent is that the process be reasonable and fair, the Library Commission reserves the right to make adjustments as deemed appropriate.

Table of Contents

Essential Level.....	4
Enhanced Level.....	8
Excellent Level.....	11
Glossary.....	15

Additional Information:

- Determining Space Needs – Wisconsin State Library produced a document entitled *Public Library Space Needs: A Planning Outline*, which is available online at: <http://dpi.wi.gov/pld/plspace.html>.

This document can be adapted to meet individual library planning needs, and help with facilities and materials assessment. Thank you to the Wisconsin Department of Public Instruction, Division for Libraries and Technology, for their willingness to share this document.

- Links to examples of some documents required to be submitted – related to the following guidelines: Essential level # 2 and #5; Enhanced level # 4 and #13; and Excellent level #1 and #4. You may wish to review these before completing the Accreditation Guidelines themselves since your responses cannot be saved part-way through the process, but must be completed in one session.

Essential Level:

Guideline # 2 - Library Board Bylaws

- Nebraska Library Board Manual (2006): <http://nlc.nebraska.gov/trustees/boardmanual/> (pages 6 and 7)
- Seward Memorial Library: <http://www.sewardlibrary.org/about/bylaws.html>
- St. Paul Library: <http://blog.stpaul.k12.ne.us/library/about-us/policies/> See “By-Laws of St. Paul Library Board”

Guideline #5 - Library Policies

Finance:

- John Rogers Memorial Library – “[Finance Policy](#)”
- Nancy Fawcett Memorial Library – “[Finance Policy](#)”

• The finance policy should be as in-depth as it needs to be to address those issues that you and your board feel are essential in regard to the finances of the library. (Note: The policy is not as in-depth as procedures would be.) Following are some areas the policy might wish to address:

- How does the library handle its bills? Who are the parties involved?
- Are the board members who are signatories to bills bonded? If so, for how much?
- Are there any policies on funds handled by any 501(c)3 groups -- Friends or Foundation? Are signatories for those funds bonded?
- How is the budget put together? Who are the parties involved?
- What is the relationship between the librarian, the library board, and city officials (both elected and appointed -- such as the city manager, city clerk/treasurer, etc.)?
- Who prepares and who delivers the annual report to the city council? How is the report prepared? What does it contain?
- What state statutes apply to the library's finances?

Those are some ideas; you can probably think of more. You don't necessarily have to cover all of the above; these are just possible topics to consider for a finance policy.

Emergency and Safety:

- Rock County Public Library:

<http://libraries.ne.gov/rockcounty/files/2011/06/Microsoft-Word-POLICIES-2010.pdf>

(See "Safety/Disaster Policies, pages 19 - 20)

- Seward Memorial Library:

<http://www.sewardlibrary.org/about/policies/emergency.pdf>

Enhanced Level:

Guideline #4 - Planning Document:

- C.L.I.P. – Continuous Library Improvement Program: A Planning Process for Nebraska Libraries: <http://nlc.nebraska.gov/planning/clipmanual.pdf>
- New Pathways to Planning: <http://skyways.lib.ks.us/pathway/>
- *Strategic Planning for Results*: Commission collection, call # Z678.N454 2088

Guideline #13 - Program Evaluation:

- [Atkinson Public Library](#)
- [Chadron Public Library](#)
- [Blair Public Library](#)

Excellent Level:

Guideline #1 - Library Policies:

Facilities (and/or Use of Meeting Rooms):

- Rock County Public Library:

<http://libraries.ne.gov/rockcounty/files/2011/06/Microsoft-Word-POLICIES-2010.pdf>

(See "Physical Facilities," pages 23 – 24)

- Holdrege Area Public Library: <http://www.holdregelibrary.org/> (See “Policy on Meeting Rooms,” page 13)
- Norfolk Public Library: <http://www.ci.norfolk.ne.us/library/policies.htm> (See “Facilities Use”)

Guideline #4 - Technology Plan:

- [Trenton Public Library](#)
- [Holdrege Area Public Library](#)

Name of person submitting guidelines: _____

Library Name: _____

Library Town/City: _____

Essential Level

Libraries must achieve all 26 guidelines listed at the Essential Level to be accredited at the Essential Level.

Governance, Funding and Administration Guidelines

1. The library is legally established and operates in accordance with federal, state, and local laws.
2. The library has a board of trustees that meets at the library at least quarterly, in accordance with the Nebraska Open Meetings Act, Laws 2004, LB 821, §34. The board has written bylaws. See links on the Table of Contents page for examples of some of these documents. **Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].**
3. The library has a written mission statement.
4. The library annually submits required statistical data³ to the Nebraska Library Commission, online through the Library Commission-designated product ~~such as Bibliostat™~~ Collect.
5. The library board adopts and periodically reviews policies and procedures based on the assessed needs of the community. Written policies include, but are not limited to, the following services: circulation, collection development, personnel, finance, confidentiality of patron records, Internet use, and emergency and safety issues. These policies are available to the public upon request. See links on the Table of Contents page for examples of some of these documents. **Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].**
6. The library is supported on a permanent basis by funds from the city, county and/or other special or endowment funds, or any combination of the foregoing sources. For libraries

³ Responses must be provided for all federal data elements. Non-response answers such as N/A are not acceptable.

supported primarily by a permanent endowment, the amount received from the endowment will be construed as local support.

7. The library's local government revenue for the most recently reported fiscal year is at least **65%** of the average or median local revenue or **65%** of the average or median local revenue per capita for libraries within the same size category, based on the population of the Legal Service Area. The revenue levels are based on the figures reported annually on the Public Library Statistical Survey. "Local Government Revenue" is the amount reported in the Library Finance section of the Public Library Statistical Survey, under the heading of "Total Local Government Revenue." Where appropriate, the per capita amounts will be determined separately for separate revenue sources. For libraries supported primarily by a permanent endowment, the amount received from the endowment will be construed as local support.

The figures included are based on **2009/2010** public library statistical data. These figures are revised based on the most recent statistical data submitted annually by public libraries. A library must meet or exceed at least one of the four figures listed for its Legal Service Area (LSA) population.

Legal Service Area (LSA)	Average Local Revenue per Capita	Average Total Local Revenue	Median Local Revenue per Capita	Median Total Local Revenue
Less than 500	\$24.96	\$7,812	\$23.96	\$6,799
500 – 999	\$24.29	\$18,039	\$24.35	\$17,748
1,000 – 1,499	\$28.12	\$32,693	\$23.64	\$28,723
1,500 – 2,499	\$24.39	\$45,113	\$23.25	\$44,512
2,500 – 4,999	\$31.92	\$119,705	\$31.45	\$123,929
5,000 – 9,999	\$29.36	\$219,175	\$28.48	\$220,260
10,000 – 50,999	\$24.44	\$568,862	\$24.74	\$558,997
51,000 and above	\$16.54	\$6,514,249	\$16.54	\$6,514,249

8. The library board is certified through participation in the Nebraska Public Library Board Certification Program.

Service and Facilities Guidelines

9. Minimum days and hours of library service are as indicated below, based on the library's Legal Service Area (LSA):

Legal Service Area (LSA)	Minimum Hours per Week	Minimum Days per Week
Less than 500	10	3
500 – 1,499	15	3
1,500 – 2,499	25	4
2,500 – 4,999	30	5
5,000 – 9,999	48	5
10,000 – 24,999	56	6
25,000 and above	64	6

10. The library has a telephone located within the library and listed in a telephone company directory, only under the library's name.

11. The library is open for service on evening⁴ **or** weekend⁵ hours, at least as follows:

Legal Service Area (LSA)	Evening Hours	Weekend Hours
Less than 500	1	1
500 – 1,499	2	2
1,500 – 2,499	2	2
2,500 – 4,999	2	2
5,000 – 9,999	4	3
10,000 and above	6	5

12. The public library makes its basic services available without charge to all residents of all ages, of the political subdivisions which supply its tax support. These basic services include an organized collection of library materials, including fiction and non-fiction, to meet the reference and recreational needs of the community.

13. If the library building was constructed, occupied or remodeled since January 26, 1992, it meets the accessibility requirements of the *2010 ADA Standards for Accessible Design*. If the building was constructed, occupied and last remodeled prior to January 26, 1992, access to library programs and services for persons with disabilities is provided by meeting the accessibility requirements of the *2010 ADA Standards for Accessible Design* or through alternate methods such as bookmobiles, home delivery, staff aides or other methods which make the programs and services of the library readily accessible.

⁴ Evening hours include any hours after 6:00 P.M.

⁵ Weekend hours include any hours on Saturday or Sunday.

Personnel Guidelines

14. The library employs paid staff during all scheduled hours that the library is open to the public.
15. The library has a staff person appointed as the director, and all staff is paid in compliance with state and federal statutes.
16. The library director is currently certified in the Public Librarian Certification Program administered by the Nebraska Library Commission, at the following level (or a higher level):

Legal Service Area (LSA)	Minimum Certification Level
Less than 500	I
500 – 1,499	I
1,500 – 2,499	I
2,500 – 4,999	II
5,000 – 9,999	III
10,000 and above	V

Collection Guidelines

17. The library has an organized collection of printed or other library materials, or a combination thereof.
18. The library weeds at least 3% of the collection annually.
19. The library annually expends at least 10% of its annual operating expenditures, or expenditures made on the library's behalf, for purchasing library materials, including all formats.
20. The library circulates at least 2.0 items per capita annually.
21. The library attendance figures equal at least 3.0 per capita annually.
22. The library collection includes at least 1.3 items per capita, or a total of 10,000, whichever is lower.
23. The library extends its collection through interlibrary loan services by initiating loans for its customers. Fees may be charged to cover costs.

Technology Guidelines

24. The library provides public access to the Internet at no charge for all residents.
25. The library has the ability to send and receive faxes on site (using a fax machine or computer).

Public Relations Guidelines

26. The library uses basic public relations and marketing tools such as brochures, flyers, bookmarks, social networking sites, web pages, newspaper, radio, and television to publicize its programs and services.

Documents Required

See links on the Table of Contents page for examples of some of these documents.

Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].

- _____ Bylaws for board of trustees (Essential Guideline #2)
- _____ Circulation policy (Essential Guideline #5)
- _____ Collection development policy (Essential Guideline #5)
- _____ Personnel policies (Essential Guideline #5)
- _____ Library finance policy (Essential Guideline #5)
- _____ Confidentiality of patron records policy (Essential Guideline #5)
- _____ Internet use policy (Essential Guideline #5)
- _____ Emergency and safety issues policy (Essential Guideline #5)

Enhanced Level

Libraries must achieve all guidelines listed at the Essential Level, and 18 of the 22 guidelines at the Enhanced Level to be accredited at the Enhanced Level.

Governance, Funding and Administration Guidelines

1. Library board meetings with the library director in attendance are scheduled at least every other month.
2. The library board delegates active management of the library to the library director.
3. The library board has authority, within legal limits determined locally, over the library's budget.

4. The library has a written planning document which addresses the library and information needs of the community. This is developed in conjunction with the board, and includes specific information about growth and development of services and programs. See links on the Table of Contents page for examples of some of these documents. **Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].**

5. The library has a Friends of the Library Group and/or a Library Foundation, which is organized as a 501(c)(3)⁶ organization for the purpose of accepting tax-exempt donations. The library may establish an account with an existing community or area foundation in lieu of organizing a separate library Foundation or Friends group.

6. The library annually submits required statistical data to the Nebraska Library Commission, using the Library Commission-designated product Bibliostat™ Collect.⁷ [This is a repeat of Essential Guideline #4.]

7. The library director prepares and presents to the board a financial statement that meets local accounting standards and requirements.

8. The library's local government revenue for the most recently reported fiscal year is at least **85%** of the average or median local revenue or **85%** of the average or median local revenue per capita for libraries within the same size category, based on the population of the Legal Service Area (LSA). The revenue levels are based on the figures reported annually on the Public Library Statistical Survey. "Local Government Revenue" is the amount reported in the Library Finance section of the Public Library Statistical Survey, under the heading of "Total Local Government Revenue." Where appropriate, the per capita amounts will be determined separately for separate Revenue sources. For libraries supported primarily by a permanent endowment, the amount received from the endowment will be construed as local support. A library must meet or exceed at least one of the four figures listed for its Legal Service Area (LSA) population.

Legal Service Area (LSA)	Average Local Revenue per Capita	Average Total Local Revenue	Median Local Revenue per Capita	Median Total Local Revenue
Less than 500	\$32.64	\$10,216	\$31.34	\$8,891
500 – 999	\$31.77	\$23,589	\$31.85	\$23,208
1,000 – 1,499	\$36.77	\$42,752	\$30.92	\$37,561

⁶ See Nebraska Statutes sections 21-1901-1991, Nebraska Nonprofit Corporation Act.

⁷ The library must respond to at least 85% of the questions of the annual Public Library Statistical Report in order for this guideline to be met.

1,500 – 2,499	\$31.89	\$58,994	\$30.40	\$58,208
2,500 – 4,999	\$41.74	\$156,537	\$41.12	\$162,061
5,000 – 9,999	\$38.39	\$286,613	\$37.24	\$288,032
10,000 – 50,999	\$31.96	\$743,897	\$32.35	\$730,996
51,000 and above	\$21.63	\$8,518,634	\$21.63	\$8,518,634

Service and Facilities Guidelines

9. Minimum days and hours of library service are as indicated below, based on the library's Legal Service Area (LSA):

Legal Service Area (LSA)	Minimum Hours per week	Minimum Days per week
Less than 500	15	3
500 – 1,499	20	3
1,500 – 2,499	25	4
2,500 – 4,999	35	5
5,000 – 9,999	50	5
10,000 – 24,999	60	6
25,000 and above	64	6

10. The library is open for service on evening⁸ **and/or** weekend⁹ hours, at least as follows:

Legal Service Area (LSA)	Evening Hours	Weekend Hours
Less than 500	0	3
500 – 1,499	2	3
1,500 – 2,499	2	2
2,500 – 4,999	2	2
5,000 – 9,999	4	3
10,000 and above	6	5

11. The library is registered for and actively uses the licensed databases made available through the Nebraska Library Commission.

⁸ Evening hours include any hours after 6:00 P.M.

⁹ Weekend hours include any hours on Saturday or Sunday.

12. The library offers a variety of programs and services, both through outreach and in-house, at all age levels. This includes programming for children, youth, and adult members of the community.

13. The library evaluates in writing, one library program annually in terms of outcomes achieved. See links on the Table of Contents page for examples of some of these documents.

Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].

Personnel Guidelines

14. The library has the following number of staff participating in the Public Librarian Certification Program (or an appropriate equivalent) sponsored by the Nebraska Library Commission:

Legal Service Area (LSA)	# Staff Enrolled in Program
Less than 500	1
500 – 1,499	1
1,500 – 2,499	1
2,500 – 4,999	2
5,000 – 9,999	3
10,000 and above	4

15. The library employs a staff person who is responsible in part for planning and providing services to children and youth. That staff person serves the library and information needs of the young people of the community and youth-related needs of parents and other adults.

Collection Guidelines

16. The library has a Collection Development policy that provides for periodic review and updating of materials. [This is somewhat repetitious of Essential guideline #5.]

17. The library expends at least 15% of its annual operating expenditures, or expenditures made on the library's behalf, for purchasing library materials, including all formats.

18. The library collection includes at least 2.5 items per capita, or a total of 10,000, whichever is greater.

19. The library circulates at least 4.5 items per capita annually. This is determined by dividing total annual circulation by the population of the Legal Service Area (LSA).

20. The library provides interlibrary loan services through reciprocal borrowing arrangements. Fees may be charged to cover costs.

Technology Guidelines

21. The library provides remote online access to the library's catalog (OPAC).

Public Relations Guidelines

22. Library personnel target special groups within the community for programs or services. A community analysis would precede marketing planning so that communication is designed to meet specific needs for identified target groups.

Documents Required

See links on the Table of Contents page for examples of some of these documents.

Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].

_____ Written planning document (Enhanced Guideline #4)

_____ Written evaluation of a library program (Enhanced Guideline #13)

Excellent Level

Libraries must achieve all guidelines listed at the Essential and Enhanced Levels, and any 14 of the following 16 to be accredited at the Excellent Level:

Governance, Funding and Administration Guidelines

1. Library policies cover the following facets of library operation: weeding of obsolete materials, public services, complaints, continuing education, facilities, and use of meeting rooms. See links on the Table of Contents page for examples of some of these documents.

Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].

2. The library director is responsible for submitting to the Nebraska Library Commission complete public library data reports for the year through Bibliostat™ Collect. [This is a repeat of Essential Guideline #4.]

3. The library director participates in the preparation of the written annual budget request for the library in consultation with the board. This request is presented to the library's funding authority(ies).
4. The library director works with the board to develop and review annually a Technology Plan, either as a separate document or as a component to the library's Long Range Plan. The director works with staff and the board to implement approved recommendations. See links on the Table of Contents page for examples of some of these documents. **Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].**
5. The library's local government revenue for the most recently reported fiscal year is at least **105%** of the average or median local revenue or **105%** of the average or median local revenue per capita for libraries within the same size category, based on the population of the Legal Service Area (LSA). The revenue levels are based on the figures reported annually on the Public Library Statistical Survey. "Local Government Revenue" is the amount reported in the Library Finance section of the Public Library Statistical Survey, under the heading of "Total Local Government Revenue." Where appropriate, the per capita amounts will be determined separately for separate revenue sources. For libraries supported primarily by a permanent endowment, the amount received from the endowment will be construed as local support. A library must meet or exceed at least one of the four figures listed for its Legal Service Area (LSA) population.

Legal Service Area (LSA)	Average Local Revenue per Capita	Average Total Local Revenue	Median Local Revenue per Capita	Median Total Local Revenue
Less than 500	\$40.32	\$12,620	\$38.71	\$10,984
500 – 999	\$39.24	\$29,140	\$39.34	\$28,669
1,000 – 1,499	\$45.43	\$52,811	\$38.19	\$46,399
1,500 – 2,499	\$39.39	\$72,875	\$37.55	\$71,904
2,500 – 4,999	\$51.56	\$193,370	\$50.80	\$200,193
5,000 – 9,999	\$47.42	\$354,051	\$46.00	\$355,804
10,000 – 50,999	\$39.49	\$918,932	\$39.96	\$902,995
51,000 and above*	\$26.72	\$10,523,018	\$26.72	\$10,523,018

*This Guideline waived for Lincoln and Omaha because they are a universe of two, and a percentage of the average of the two is not realistic.

6. Library board members serve a maximum of two consecutive terms. Board members have staggered, finite terms of service. By-laws provide for the mid-term replacement of members who cannot or do not fulfill their responsibilities.

Service and Facilities Guidelines

7. Library staff and/or board member(s) procured at least one grant from an independent organization¹⁰ within the last five years to supplement library programs and services.

Personnel Guidelines

8. The director participates in professional library associations and activities.

9. The director encourages staff and board members to participate in professional associations and activities by providing paid time off and registration fee compensation.

10. The library staff includes a designated staff member who is responsible in part for providing reference and information services. This staff member is currently certified in the Public Librarian Certification Program sponsored by the Nebraska Library Commission (or an appropriate equivalent), at the following level (or a higher level):

Legal Service Area	Minimum Certification Level
Less than 500	I
500 – 1,499	I
1,500 – 2,499	I
2,500 – 4,999	II
5,000 – 9,999	III
10,000 and above	V

Collection Guidelines

11. The library expends at least 20% of its annual operating expenditures, or expenditures made on the library's behalf, for purchasing library materials, including all formats.

12. The library collection includes at least 4.0 items per capita, or a total of 10,000, whichever is greater.

13. The library circulates at least 8.0 items per capita annually.

¹⁰ “Independent organization” means one not related to the local library. (Related groups include organizations such as the local Library Foundation or Friend's group.)

14. The library extends its collection by participating in reciprocal borrowing. [This is somewhat repetitious of Enhanced Guideline #20.]

Technology Guidelines

15. The library subscribes to one or more commercial databases, in addition to those provided through the Nebraska Library Commission.

Public Relations Guidelines

16. The director works with the board to develop an effective marketing plan and implements approved recommendations.

Documents Required

See links on the Table of Contents page for examples of some of these documents.

Submit a link or an electronic copy of the document(s) via e-mail to Richard Miller [richard.miller@nebraska.gov].

- _____ Policy on weeding obsolete material (Excellent Guideline #1)
- _____ Public services policy (Excellent Guideline #1)
- _____ Policy for dealing with complaints (Excellent Guideline #1)
- _____ Continuing Education policy (Excellent Guideline #1)
- _____ Facilities policy (Excellent Guideline #1)
- _____ Meeting room use policy (Excellent Guideline #1)
- _____ Library Technology Plan (Excellent Guideline #4)

Glossary

Bibliostat™ Collect – Web-based product developed to facilitate the submission of public library statistical information.

Database – One or more large structured sets of persistent data, usually associated with software to update and query the data. A simple database might be a single file containing many records, each of which contains the same set of fields where each field is a certain fixed width. (FOLDOC: Free on-line Dictionary of Computing: <http://foldoc.doc.ic.ac.uk>). For purposes of this document, *database* or *databases* refers to electronic subscription reference resources.

Federal data elements – The Nebraska Public Library Statistical Survey includes some questions that are asked by all states and territories in the public library data collection process. These questions, or data elements, are determined and defined by the Public Library Statistics Cooperative (PLSC). In order to have consistency in data collection and to allow for national comparison of certain statistics, the same definitions for these terms are used nationwide. In the survey available through Bibliostat™ Collect, the federal data elements are those in purple font.

Legal Service Area (LSA) Legal Service Area is based on a library's funding source and the latest U.S. Census figures (www.census.gov), with final determination made by the Library Commission. This figure is available on each library's Public Library Statistical Survey form.

Library Board of Trustees – A library board of trustees is a group of citizens responsible for the governing of a public library. Board members are the vital link between the library and its community. Trustees serve as library advocates and leaders in developing responsible and creative service to all members of the public. Public library trustees are volunteers who serve their community with no financial compensation. Members may be reimbursed, however, for any reasonable and necessary expenses incurred in the performance of library business.

With few exceptions Nebraska public library boards are administrative boards and carry full responsibility for the library and its policy. For example, the board selects, appoints, and regularly evaluates the performance of the administrative librarian. The librarian serves as chief administrator and is fully responsible for administering library policy, personnel selection and management, development and administration of programs and services, and selection of materials in a professional manner.

It is a violation of sound administrative standards when the administrative librarian independently changes or fails to follow established library board policy or when the library board engages in direct management.